

## Special Testing Accommodation Requests

If the IEP or 504 committee considers a testing accommodation (for an individual student) not listed on the “Testing Accommodations for Students in Special Education and 504 Programs” form, the district test director may submit a written request for the accommodation with a copy of the student’s accommodation plan to the test security coordinator at the Nevada Department of Education. Requests should be submitted **as early in the school year as possible**, and no later than one month prior to the scheduled test date. The request must be reasonable and consistent with accommodations used in the student’s instructional program, and must explain in detail the student’s specific circumstances and the reason the student requires the accommodation. The Department will review requests on a case-by-case basis and only if, in the judgment of the Department, the requested accommodation does not affect the validity of the student’s score, and does not violate state law or regulation. Written approval from the Department must be included with the student’s IEP or 504 accommodation plan. The following flowchart describes the special request process.

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